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14 October 1954

OFFICE OF TRAINING REGULATION NO. 20-7

SUBJECT: INDIVIDUAL CAREER DEVELOPMENT PLANS

3. INDIVIDUAL CAREER DEVELOPMENT PLANS

Each Individual Career Development Plan will cover a five-year period and will be prepared in detail for one to two years in advance, and in general terms for an additional two to three-year period. Each Individual Career Development Plan will contain:

- a. A statement by the individual of his career interests and plans, wherein he advises and expresses his desires for training, rotation, reassignment, or retention in his present assignment, and proposes his own recommendations for putting his career development plan into effect.
- b. A statement by his supervisor which recommends approval, modifications and alternatives to the training, rotation, reassignment, or retention of present assignment as contained in the plan and which recommends the conditions which would govern the action taken to put the plan into effect.

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PERSONNEL DATA SHEET

NAME (Last) (Middle) (First)			DATE
DATE OF BIRTH	UNIT	MONTHS IN PRESENT POSITION	SERVICE DESIGNATION
PRESENT GRADE	EFFECTIVE DATE	PRESENT T/O SLOT	POSITION TITLE
PROPOSED GRADE	PROPOSED T/O SLOT	POSITION TITLE	
CIA TRAINING			
EDUCATION			
EXPERIENCE OTHER THAN WITH CIA AND ITS ANTECEDENTS			
CHRONOLOGICAL SUMMARY OF EXPERIENCE WITH CIA AND ITS ANTECEDENTS			
CAREER DEVELOPMENT PLAN			
RECOMMENDED BY		CONCURRENCES	
RECOMMENDATION OF SCHOOL, STAFF CHIEF OR APPROPRIATE PANEL			DATE OF ACTION

Approved For Release 2001/05/01 : CIA-RDP80-01826R000900070022-6

(When Filled In)

CAREER STAFF - BIOGRAPHIC BRIEF			DATE OF COMPLETION		ANALYST							
NAME (Last - First - Middle)			SEX	DATE OF BIRTH		PLACE OF BIRTH						
MARITAL STATUS	LONGEVITY COMP. DATE	SERVICE DESIGNATION	PREVIOUS NATIONALITY		DATE OF CITIZENSHIP							
<p>QUALIFICATIONS SUMMARY</p> <table border="0"> <tr> <td>1. EDUCATION</td> <td>3. EXTERNAL EMPLOYMENT</td> <td>5. AGENCY TRAINING</td> </tr> <tr> <td>2. AGENCY AND PREDECESSOR EMPLOYMENT</td> <td>4. MILITARY SERVICE</td> <td>6. ADDITIONAL INFORMATION</td> </tr> </table>							1. EDUCATION	3. EXTERNAL EMPLOYMENT	5. AGENCY TRAINING	2. AGENCY AND PREDECESSOR EMPLOYMENT	4. MILITARY SERVICE	6. ADDITIONAL INFORMATION
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